



Boston Inspectional Services Department

Thomas M. Menino
Mayor

Public Records Request Form
M.G.L. c. 66, s. 10

Name: _____

Address: _____

City, State, Zip: _____

Contact Number: (_____) _____

Please Check: Owner ☐ Occupant ☐ Legal Representative ☐
 News Media ☐ None of the above ☐

Please indicate location of the property for which you are requesting records.

Address: _____

Neighborhood: _____ Ward _____

Business Name (if applicable): _____

I am requesting records from the following division(s):

Building ☐ Environmental Services/ Code Enforcement ☐ Health ☐
Housing ☐ Legal ☐ Weights and Measures ☐

Please identify the documents requested, including the relevant time frame of the request:

Fees:

The cost for copies of records will be .20¢ per page for photocopies and computer printouts. However, in compliance with Massachusetts Regulations Title 950 §32.06 (2) the Keeper of the Records may charge the applicant a fee based on the time it took to search, segregate, redact and photocopy the requested documents. This charge is based on the hourly wage of the lowest paid employee capable of performing the task.

Note:

Pursuant to M.G.L. c.66 § 10, all records and documents in possession of a government agency are public records. However, government agencies must redact from all documents exempt information as defined by M.G.L. c. 4, s. 7, 26th clause.

Research of documents may incur additional fees:

In addition to the per page charge, the time for locating, pulling, copying and re-shelving the records, together with the time expended to delete exempt data from the public portion of a record, can be charged at the hourly rate of the lowest paid employee capable of performing the service. The fee for computer search is the actual cost of that search. The cost of postage, if any, may also be charged.

Building	\$13.86 per hour
Environmental Services/ Code Enforcement	\$13.86 per hour
Health	\$15.59 per hour
Housing	\$13.86 per hour
Legal	\$13.86 per hour
Weights and Measures	\$15.59 per hour

All requested documents dated three years or older are stored in an offsite storage facility. Please be advised that any and all documents requested from this off-site facility will be subject to additional costs associated with the document; retrieval, return and transportation. (*Please See Below*)

Retrieval Fee	\$1.00
Return	\$1.00
Transportation	\$1.00